

## **Executive Summary**

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### **DASHO Meeting Update**

Diane Schmitz provided an update on the outcomes of the previous DASHO Meeting. The following topics were addressed 1) Data Analysis project, 2) 2011 Initiatives, 3) 2010 Safety Conference, 4) Safety Week, and 5) 485 DM progress.

### **Work Group Presentations**

Council members provided an update on the work group to which they are a liaison. The Council would like to consider inviting representatives of these work groups to DASHO meetings when appropriate.

### **Safety Awards**

Barry Noll (on behalf of Joy Buhler) gave the group an update on the status of the awards process. The final deadline for awards to be considered for the 2010 Convocation is 2/24/10. Award packages received after this deadline should be saved for the 2011 Convocation. A final list of award recipients will be out by 3/5/10. Thus far, Joy Buhler has received award packages from USGS, MMS, OS, FWS and BLM. The Council also discussed possible changes it would like to propose to the criteria and communication about the DOI valor awards.

### **DOI Safety and Occupational Health Program Direction**

The Council briefly discussed the DOI Safety and Health Strategic Plan and focused on strategic plan goal #1, *"Enhance the Role of Leadership in Promoting a Culture of Safety"*. In order to make progress on this goal, the Council agreed on the need for a conduit or champion with access to the Secretary. It was mentioned that Bob Stanton, former NPS Director has an interest in this and could provide influence with senior leaders across the Department.

### **Red Rocks Training**

Both the February and March 2010 classes were cancelled due to low enrollment. As a result, there is approximately \$72,000 left in the Red Rocks contract, which needs to be spent by 12/10/10. The Council decided to spend the money on Root Cause Analysis training for chief accident investigators and OSHA 6000 courses for Collateral Duty Safety Officers (CDSO).

### **485 DM Reviews**

The Council provided a final review of 485 DM Chapters 1, 2, 4 & 8. All voted unanimously to transmit the chapters to the bureaus for final review. Chapter 22 will also be transmitted to the bureaus for final review. The Council also conducted an initial review of chapter 18 – Occupational Medicine. Although the Council began a review of chapter 23 - Public Safety and Health, and chapter 21 – Radiation Safety, it did not complete the review as all agreed that some additional work was needed on each of these chapters before reviewing them as a group.

### **SMIS Update**

Armando Galindo provided an update on the SHARE goals. OHS has discovered that the number of employees used by OSHA to calculate case rates was underestimated by approximately 8,000 people. OHS has appealed to OSHA to revise the population numbers and recalculate DOI's rates. The revised numbers will result in the Department achieving all of its SHARE goals.

Armando Galindo also provided an update on the SMIS upgrade. The budget for SMIS has been cut and as a result there is not enough money to purchase a new COTS product to replace SMIS. Instead the available resources (\$1.3 million in FY10 budget) will be invested into improving the current system. In addition, due to the many challenges of working with NBC, a decision has been made to bring the management of SMIS back

under OHS. Armando has developed a budget incorporating the management and upgrade of SMIS, which will save the Department \$2.4 million.

### **2010 Safety Seminar**

Barry Noll provided an update on the status of preparations for the 2010 Safety Seminar. The primary concern for the seminar is that it has not yet been endorsed by Rhea Su and until that takes place, the bureaus cannot promote the event. Council members noted that the longer this takes, the less people will be available to attend.

### **Next Meeting**

The next Council meeting will take place on May 4-5, 2010 in Arlington, Virginia.

## **Meeting Summary**

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Council Members Present: Maurice Banks (OSM), Rose Capers-Webb, Steve D'Antoni (NBC), Armando Galindo (OHS), Bob Garbe (OHS), Paul Holley (BIA), Staci King (MMS), Mike May (NPS), Jim Meredith (BOR), Bill Miller (USGS), Barry Noll (OHS), Mary Parkinson (FWS), Louis Rowe (BLM), Diane Schmitz (OHS).

Council Members Absent: Leon Craig (OST), Larry D'Emanuel (SOL), Jim Robison (OIG).

### **DASHO Meeting Update**

Diane Schmitz provided an update on the outcomes of the previous DASHO Meeting. The following topics were addressed:

New Leadership: Pam Malam, Deputy Assistant Secretary for Human Capital and Diversity has been named Acting DASHO. Diane Schmitz is currently Acting Deputy DASHO.

Data Analysis: The DASHOs decided to move forward with the data analysis project using 2009 data, despite the less than perfect data available.

Approved 2011 initiatives: The DASHOs approved the following initiatives for 2011:

1. Online Course Development: \$20,000
2. Safety and Health Certification Program: \$70,700
3. Facilitation for SOHC Meetings: \$20,000
4. Basic Accident Investigation Training: \$20,000

2010 Safety Conference: The DASHOs decided that if the cost of the conference exceeds the fees brought in, the difference would be borne by the Bureaus at a prorated rate. No Bureau Director will promote this event until Rhea Suh has given formal approval for this conference. Council members noted that the longer this takes, the less people will be available to attend.

Safety Week: Safety Week will be held at the Department level in June this year. FWS made a request for the proclamation to go out as soon as possible since they will want to observe it in April.

485 DM: A memo will be coming out soon officially announcing that Chapter 6 is now policy.

Administrative Support: Varun Patel has been hired in an administrative support position in OHS.

### **Work Group Presentations**

In this meeting, each Council member provided an update on the work group to which they were assigned.

#### **Wildland Fire Work Group: Louis Rowe**

- Rod Bloms has been designated as a liaison to the SOHC, although in this meeting, Tony Beitia of the BIA participated on the phone.
- There is a recognized need to develop consistent procedures, among DOI bureaus and the USFS, for communicating with OSHA and the public about the accidents. For example, the USFS automatically sends info on their fatalities to DOJ under the assumption of criminal circumstances. Within DOI, most fatalities are accidents without criminal connections. A summit was recently held to address the challenge of having all DOI bureaus and the USFS use the same process for communications regarding fatalities (from callout to communicating investigation findings). The following bureaus are interested in participating in an SAI Summit Work Group: NPS (Mike May), BOR (Jim Meredith), BLM (Louis Rowe), BIA (Paul Holley), and DOI OHS (Armando Galindo or Bob Garbe - backup). This work began in December 2009 and will

continue until the start of fire season in 2010. Most meetings will be held by teleconference, although there may be one meeting in Boise, Idaho.

Next Step: The next meeting will be held on Tuesday 2/23/10 at 9:00 am with Ralph Dorn to discuss SAIT.

**MOCC Work Group: Mary Parkinson** Anne Sittauer (FWS), chair of the MOCC Working Group, gave a presentation to the Council on the history and current status of the MOCC.

- MOCC training started in 1991 at Lake Mead. The DOI policy on motorized watercraft was adopted in 1999. Since 1991, 12,000 employees have been trained as boat operators and 50 MOCC instructors have been trained annually. The program is now working on training employees of state agencies and universities. Currently the basic MOCC training is 24 hours in length. At the moment, the working group is developing specialized modules targeted at individuals in short-term employment positions (e.g. seasonal employees) or voluntary positions (e.g. interns).
- The current status of 485 DM chapter 22 ... the preliminary reviews are complete and the chapter is ready for the final review process.
- Erin Garcia will be taking over soon as chair of the MOCC Working Group.

**IH Work Group: Bob Garbe**

- The 2010 medical surveillance initiative is about to begin conducting OH exposure assessments across DOI by visiting locations easily accessible to multiple agencies. The first test location will be near the Four Corners area of Colorado in early March. Following that, other locations (to be determined) will be visited throughout the spring, summer and fall.

**OHV/ATV Work Group: Louis Rowe**

- The first meeting of the OHV/ATV work group will take place in May in conjunction with the awards convocation. This group will work to align policies across DOI bureaus regarding OHV/ATV use. Anne Sittauer will work as a consultant to this work group to get them started. This group needs someone with experience writing policies for the "Red Book".
- The ANSI 2265 Work Group is requesting a DOI representative. This group's primary objective is to develop national consensus standards for the design, manufacture and use of light utility vehicles. Ideally this group is seeking an engineer who has also used these vehicles.

Next Steps:

- Louis Rowe will send out an email to all bureaus soliciting volunteers for the OHV/ATV Work Group by 3/15/10.
- All Council members will send a name to Louis Rowe for possible membership in the ANSI 2265 Work Group by 3/8/10. If no one is identified, a member of the SOHC will need to participate.

**Aviation Board of Directors (ABOD): Maurice Banks**

- There have not been safety-related topics on recent ABOD agendas.
- Currently the board is focusing on 2009 fiscal reviews and developing the 2012 budget.
- Upcoming issue: Developing policies on using unmanned aircraft.

**Risk Assessment System Training: Mike May**

- NPS Park Facilities Management Division is developing a training to implement the RAC system. Eppley Institute will develop this training for \$15,000. The training will be delivered through broadcast TV and webinars and will be free for all other bureaus to use. They are currently upgrading their IT system, MAXIMO, to include the RAC system. The NPS policy will be to never reduce the rating applied to given hazard. A RAC 1 will always be a RAC 1. They will also post a notice of hazard for all RAC 1 & 2 hazards. This training will eventually be available through DOI Learn and integrated into FMSS training.
- Louis Rowe inquired whether Eppley can work with the other bureaus to integrate the RAC system into their facility management IT systems.

**Emergency Management Work Group: Staci King**

- This work group is currently focusing on development of the “gray card” program, which is being led by the NPS. The SOHC will participate in this process when the time is right.

#### **Federal Dive Program Work Group: Mike May**

- Over the last four years, thirteen agencies that have met twice to address issues related to diving in federal agencies. Twenty-three people attended the last conference in November 2009. This group has sub-divided into work groups on training, communications, agency regulations, compliance with commercial and scientific exempted diving, and contaminated water diving safety. They would like DOI to host the next 2-day meeting, which will be held in 2011 or 2012, at NCTC. The Council unanimously voted to sponsor/host this conference.
- In this meeting, the Council decided to reactivate the DOI Diving Safety Work Group to advise the Director of OHS, revise the 485 DM chapter 27 - Underwater Diving Safety, and assist in the preparations for Federal Dive Program conference.

#### **Next Steps:**

- The DOI Diving Safety Work Group will meet in early April 2010.
- Chip Murphy will make the initial contacts with the members of the group, and Barry Noll will follow-up.

#### **Safety Awards**

Barry Noll (on behalf of Joy Buhler) gave the group an update on the status of the awards process. The final deadline for awards to be considered for the 2010 Convocation is 2/24/10. Award packages received after this deadline should be saved for the 2011 Convocation. A final list of award recipients will be out by 3/5/10. Thus far, Joy Buhler has received award packages from USGS, MMS, OS, FWS and BLM.

#### **Valor Award**

Mike May raised the issue of the potential for the valor awards to reinforce unsafe behavior. He reported that the NPS director expressed discomfort at the last Convocation about the message the Department is sending through these awards. After much discussion, the Council agreed to support the NPS’ request to make the following changes:

- Reword the policy statement to reduce the emphasis on “high degree of person risk”.
- Change the award criteria to include consideration of the steps taken to reduce the risks to self and others during the rescue event.
- During the Convocation communicate the steps taken by the award recipient to mitigate the risks to themselves and others.

#### **Next Step:**

- Barry Noll will ask Joy Buhler to work with Mike May on these changes.

#### **DOI Safety and Occupational Health Program Direction**

The Council briefly discussed the DOI Safety and Health Strategic Plan. A question was raised about whether the program should be based on ANSI standards. The Council agreed that ANSI is already the basis for the current DOI standard and that the safety and health program established through the strategic plan is now underpinning the bureau evaluation process and so will ensure its integration across all DOI bureaus.

The primary issue discussed in this meeting related to strategic plan goal #1, “*Enhance the Role of Leadership in Promoting a Culture of Safety*”. In order to make progress on this goal, the Council agreed on the need for a conduit or champion with access to the Secretary. It was mentioned that Bob Stanton, former NPS Director has interest in this and could provide influence with senior leaders across the Department.

#### **Next Steps:**

- On behalf of the Council, Diane Schmitz will set up a meeting with Bob Stanton ASAP regarding gaining leadership support for promoting a safety culture at the Department and Bureaus levels.
- Bill Miller will extract the metrics from the strategic plan appendix and integrate them into the strategic plan narrative document by the May SOHC meeting.

## **Red Rocks Training**

Both the February and March 2010 classes were cancelled due to low enrollment. As a result, there is approximately \$72,000 left in the Red Rocks contract, which needs to be spent by 12/10/10. The Council decided to spend the money on Root Cause Analysis training for chief accident investigators and OSHA 6000 courses for Collateral Duty Safety Officers (CDSO). The Council will determine how many Root Cause Analysis courses will be needed and will spend the balance of the money on OSHA 6000 courses. Each course costs approximately \$8,000. The OSHA 6000 courses will be conducted after the Safety Seminar in June so they don't compete with the seminar. Potential locations for these classes include Salt Lake City, San Diego, Albuquerque, Denver and Reston.

### Next Step

- All Bureau Safety Managers will let Louis Rowe know how many people in their bureaus need Root Cause Analysis training by 3/1/10.

## **485 DM Chapter Reviews**

The Council clarified the process for DM chapter reviews.

- After the first review of each chapter, Barry Noll will send a "track changes" version (or a spreadsheet listing the changes) to the Council so they can easily review the changes before they vote on the chapter.
- At the end of the informal review process, the Council will vote to send the document on to the formal review process;
- OHS formally transmits the final draft for bureau review with a maximum 45 day turnaround time;
- Following this, the final version goes into the sunning process.

### Next Step:

- Barry Noll will develop two review templates by the May SOHC meeting. This will include the Council's informal review and comment response process and the formal transmittal process.

The Council provided a final review of 485 DM Chapters 1, 2, 4 & 8. All voted unanimously to transmit the chapters to the bureaus for final review. Chapter 22 will also be transmitted to the bureaus for final review.

The Council also conducted an initial review of chapter 18 – Occupational Medicine. Although the Council began a review of chapter 23 - Public Safety and Health, and chapter 21 – Radiation Safety, it did not complete the review as all agreed that some additional work was needed on each of these chapters before reviewing them as a group.

### Next Step:

- Barry Noll will incorporate the Council's feedback and distribute the next version of chapter 18 to the Council by the May meeting.
- Public Health staff members from each bureau will form a work group led by Tim Radke to redraft chapter 21 – Radiation Safety by the August SOHC meeting. The work group will determine whether this chapter needs to be divided into two chapters (one on ionizing radiation and the other on non-ionizing radiation).
- Barry Noll will send chapter 23 to the bureaus for an informal review. Bureau comments will be sent back to Barry by 4/4/10. Barry will send the next draft of the chapter with the agenda for the May meeting.
- Mike May will ask Sara Newman to have a lawyer evaluate the current draft of chapter 23.

## **SMIS Update**

Armando Galindo provided an update on the SHARE goals. OHS has discovered that the number of employees used by OSHA to calculate case rates was underestimated by approximately 8,000 people. OHS has appealed to OSHA to revise the population numbers and recalculate DOI's rates. The revised numbers will result in the Department achieving all of its SHARE goals. They may also revise past numbers since the statistics have been inaccurate for many years.

Armando Galindo also provided an update on the SMIS upgrade. The budget for SMIS has been cut and as a result there is not enough money to purchase a new COTS product to replace SMIS. Instead the available resources (\$1.3 million in FY10 budget) will be invested into improving the current system. In addition, due to the many challenges of working with NBC, a decision has been made to bring the management of SMIS back under OHS. Armando has developed a budget incorporating the management and upgrade of SMIS, which will save the Department \$2.4 million. Joe Hanley, an IT expert, who recently evaluated the functionality of SMIS believes the bedrock of SMIS is the best platform available for this type of system but agrees the user interface should be rebuilt. All Council members agreed, for the system is to be embraced by the field, users must see a significant improvement in the functionality of the user interface. Additionally, Armando believes the USGS Inspection & Abatement module could be included in the current SMIS system.

#### Next Steps:

- Armando Galindo will develop a white paper on the potential options for the SMIS upgrade, given the available funding, for the March DASHO meeting.
- Armando Galindo will invite Joe Hanley to the May SOHC meeting to brief the group on the system's potential and seek the Council's input on priorities.

### **2010 Safety Seminar**

Barry Noll presented an update to the Council on the 2010 DOI Safety Seminar to be held on June 17, 2010. The agreement with ASSE should be signed by the end of February. The deadline for submitting the DOI agenda to the ASSE (to determine CEUs) has passed and as such Barry requested that all bureaus submit their agendas ASAP. Kathy Greer and Jermaine Hunter will work with Barry on the agenda for the Department-wide sessions. The schedule for the seminar is as follows: 8:00 AM to 12:00 PM for all DOI employees; 12:00 - 1:00 PM lunch; 1:00 – 4:00 PM bureau break out sessions; 4:00 – 5:00 PM closing for all DOI employees.

Other logistical aspects to finalize include:

- Refreshments: A coffee break will be provided, but not lunch.
- AV requirements are due to the hotel by 3/1/10. DOI presenters will provide their own laptops, media and projectors. Five of the six breakout rooms will have a projector, screen, microphone, podium, and flipcharts (FWS only wants a flip chart).

#### Next Steps:

- Staci King will send the information she uses to justify an exception to the 50-mile travel restriction to the Council ASAP. (FWS makes no exceptions to this rule.)

### **DASHO Meeting**

The SOHC recommends the following topics be included on the 3/18/10 DASHO agenda:

Topic	Desired Outcome
1. Briefing on NPS training on Risk Assessment	• Awareness
2. NBC representation: SMIS	• Decision on how SMIS is managed (NBC or OHS)
3. Bureau Director participation in Safety Seminar	• Agreement
4. Request of DASHOS to provide appropriate resources for employees to receive SAIT	• Decision on funding ( <i>Diane will present this to Pam for her to determine if this should be on the agenda</i> )
5. Update on 485 DM chapters	• Awareness

A suggestion was also made to invite Working Group representatives to DASHO meetings when appropriate

### **Parking Lot**

- Explore having larger bureaus help smaller ones to conduct accident investigations (Suggestion by Bill Miller)

- Have Bob Garbe speak at the next MOCC meeting about the issue of medical surveillance for DOI employees operating motorized watercraft (most of the programs/requirements over 5 years old are unlikely to be effective and defensible. Should we improve programs or get rid of them?)
- Have the IH work group address the issue of medical surveillance for DOI employees operating motorized watercraft.

## 2010 SOHC Meetings

### Next Meeting

Date: May 4-5, 2010

Location: Arlington VA

Potential Agenda Topics:

- Work Group Updates
- Meeting with Bob Stanton (influencing bureau leadership)
- Change to valor awards
- 2010 Safety Seminar
- Future of SMIS
- Red Rocks training update
- 485 DM Chapter 11 Appendix Review

### Future 2010 Meetings

August 24-25, 2010: Arlington VA

November 16-17, 2010: Boise, ID

### Action Item Summary

Task	Responsibility	Deadline
<b>OHV/ATV Work Group</b>		
• Send an email to all bureaus soliciting volunteers for the OHV/ATV Work Group.	Louis Rowe	3/15/10
• Send a name to Louis Rowe for possible membership in the ANSI 2265 Work Group.	All Council members	3/8/10
<b>Federal Dive Program Work Group</b>		
• Make contact with the members of the group to organize a meeting in early April 2010.	Chip Murphy & Barry Noll	4/15/10
<b>Safety Awards</b>		
• Communicate with Joy Buhler regarding working with Mike May on pursuing changes to the DOI valor award.	Barry Noll	3/20/10
<b>DOI Safety and Health Strategic Plan</b>		
• The Council will set up a meeting with Bob Stanton ASAP regarding gaining leadership support for promoting a safety culture at the Department and Bureaus levels.	Diane Schmitz	5/1/10
• Extract the metrics from the strategic plan appendix and integrate them into the strategic plan narrative document.	Bill Miller	5/3/10
<b>Red Rocks Training</b>		
• Let Louis Rowe know how many people in their bureaus need Root Case Analysis training.	All Bureau Safety Managers	3/1/10



<b>485 DM Chapter Reviews</b>		
<ul style="list-style-type: none"> <li>Develop two review templates to include the Council's informal review and comment response process and the formal transmittal process.</li> </ul>	Barry Noll	5/3/10
<ul style="list-style-type: none"> <li>Incorporate the Council's feedback and distribute the next version of chapter 18 to the Council by the May meeting.</li> </ul>	Barry Noll	5/3/10
<ul style="list-style-type: none"> <li>Form a work group led by Tim Radke to redraft chapter 21 Radiation Safety by the August SOHC meeting.</li> </ul>	Bureau Public Health staff members	8/1/10
<ul style="list-style-type: none"> <li>Send chapter 23 to the bureaus for an informal review. Bureau comments will be sent back to Barry by 4/4/10. Barry will send the next draft of the chapter with the agenda for the May meeting.</li> </ul>	Barry Noll	3/8/10
<ul style="list-style-type: none"> <li>Ask Sara Newman to have a lawyer evaluate the current draft of chapter 23.</li> </ul>	Mike May	ASAP
<b>SMIS</b>		
<ul style="list-style-type: none"> <li>Develop a white paper on the potential options for the SMIS upgrade, given the available funding, for the March DASHO meeting.</li> </ul>	Armando Galindo	3/18/10
<ul style="list-style-type: none"> <li>Invite Joe Hanley to the May SOHC meeting to brief the group on the system's potential and seek the Council's input on priorities.</li> </ul>	Armando Galindo	3/1/10
<b>2010 Safety Seminar</b>		
<ul style="list-style-type: none"> <li>Send the MMS information on justifying an exception to the 50-mile travel restriction to the Council.</li> </ul>	Staci King	ASAP

## Meeting Participants

Affiliation	Name	Email	Phone Number
OSM	Maurice Banks	jbanks@osmre.gov	202-208-2608
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